



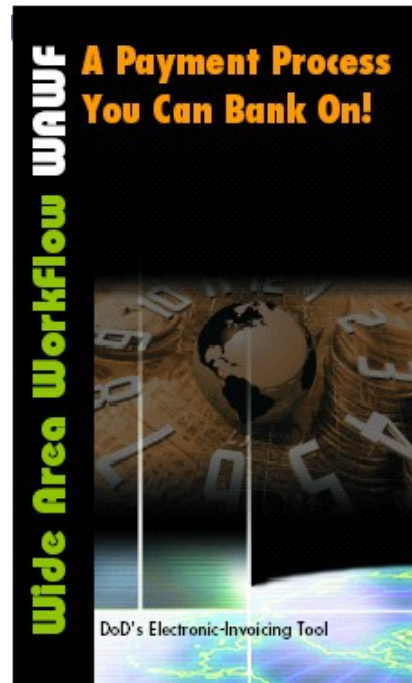
Wide Area Work Flow (WAWF)

DISA - PL11
Apr 08

What is WAWF?



It is a DoD system designed to automate the processing of payment documents in a “Paperless” Web-based environment.



WAWF Overview



WAWF electronically captures and coordinates the four basic pieces of payment information:

- Contract (Links to EDA)
- Vendor invoice
- Receiving Report
- Payment Initiation with DFAS payment systems *(A copy of the contract, invoice and receiving report are always required for DFAS to make payment)*



DoD Benefits



- Reduced interest penalties
- Decreased document error rate
- Eliminates costs associated with manual data entry, reduces need for re-keying data
- Increased vendor discounts offered
- Improves accuracy, timeliness and integrity of data exchanged
- Secure transactions and added audit capability
- Reduces unmatched disbursements in receipt, acceptance, entitlement and payment process
- Creates standard data that can be shared by a wider range of communities



BIG BENEFIT

Cut cost of processing Department's invoices from \$22 - \$30 each for manually processed to under \$4 for processing electronically



WAWF Policy & Guidance



Wide Area Workflow Implementation

(USD(AT&L) and USD(Comptroller) Memo of 6 Feb 2003)

- “Complete implementation of WAWF will make a substantial contribution to achieving the Department’s financial and E-Government goals.”
- Commitment is imperative

DFARS 252.232.7003 Electronic Submission and Processing of Payment Requests (Jan 2004)

- Requires contractors to submit electronically, and DoD to process electronically, requests for payment under DoD
- Requires DoD to transmit any supporting documentation electronically within DoD
- Identifies three acceptable electronic forms for transmission of payment requests (File Transfer Protocol, Electronic Data Interchange, and Web Input)

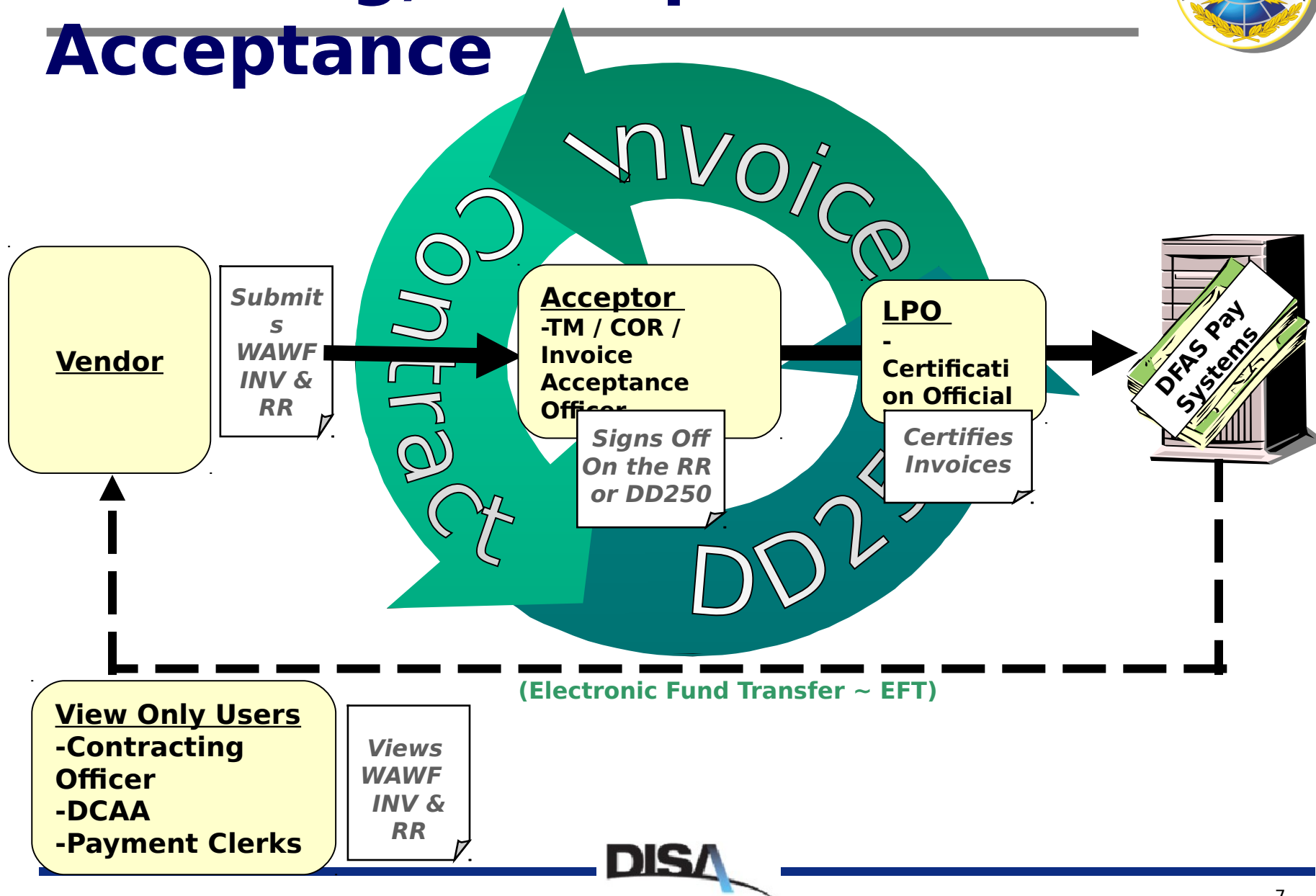


WAWF Roles Defined

Vendor	Provider of goods and/or services to the government (e.g. any contractor submitting for payment from the DoD)
Inspector	Responsible for the inspection of goods (not used in all instances)
Acceptor	Responsible for the government acceptance of goods and/or services (e.g. TM\COR)
Local Processing Office	Certifies documents for payment (unique to Navy & some Defense Agencies ~ DITCO-Scott uses LPO role)
Payment Official	Pays the vendor (DFAS - compares the contract, the vendor's invoice and the government acceptance)



Invoicing, Receipt & Acceptance



What Is A DoDAAC?



Department of Defense Activity Address Code

- **Used To Route Documents In WAWF To The Appropriate Personnel**
- **DoDAACs Are Typically Associated To An Acceptor's Physical Location**
- **Acceptors At The Same Location Share The Same DoDAAC**
- **All Documents Submitted To A Specific DoDAAC Can Be Accessed By Any Acceptor At That Location**
- **Do Not Reject Unfamiliar Documents Since They Are Still Valid And Are Awaiting Action By Another Acceptor**

Standard Form 1449 - Contract



1. REQUESTION NUMBER DGSFR64015		PAGE 1 OF 111	
2. CONTRACT NO. GS07T00BGD0058	3. CONTRACT NUMBER 047-06-F-4150	5. DELIVERY ORDER	
7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TEL	8. OFFER DUE DATE/LOCAL TIME
9. ISSUED BY DEA/CONTRACTS-NCR NATIONAL CAPITAL REGION 5111 LEESBURG PIKE SKYLINE 5 FALLS CHURCH VA 22041-3206 TEL: 703-681-0330 FAX: 703-681-0346	CODE HC1047 Issue By DoDAAC	10. THE ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED SET ASIDE: & FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(a) NAICS: SEE STANDARD:	
15. DELIVER TO DEA/GS323 DODDNE ROLLS 5275 LEESBURG PIKE FALLS CHURCH VA 22041	CODE HC1046 Ship To DoDAAC	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THE CONTRACT IS AWARDED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
17a. CONTRACTOR/OFFEROR CACI INC. FEDERAL CARLA EPTHEMES 14151 PARK MEADOW DRIVE DUNS 114896066 TN 541008371 CHANTILLY VA 20151-2218	CODE 1QU78 CAGE Code	18a. PAYMENT WILL BE MADE BY DFAS-INDIANAPOLIS CENTER ATTN: DEPT 3800 (VENDOR PAY) 8899 EAST 56TH STREET INDIANAPOLIS IN 46249-3800	
		CODE HQ0347 Pay Office DoDAAC	

Create New Document

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
GS07T00BGD0058	HC104706F4150	1QU78	HQ0347
Issue Date	Issue By DoDAAC	Inspect By DoDAAC *	Mark For Code / Ext.
2006/05/17	HC1047	HC1047	
Ship To Code * / Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.	
HC1046			

1449 - WAWF Clause



52.232-9000 Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA)

Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA) (AUG 2005)

- (a) As prescribed in DFARS clause 252.232-7003 Electronic Submission of Payment Requests (Jan 2004), Contractors must submit payment requests in electronic form. Paper copies will no longer be accepted or processed for payment unless the conditions of DFARS clause 252.232-7003(c) apply. To facilitate this electronic submission, the Defense Information Systems Agency (DISA) has implemented the DoD sanctioned Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA) for contractors to submit electronic payment requests and receiving reports. The contractor shall submit electronic payment requests and receiving reports via WAWF-RA, and these documents shall be electronically routed in WAWF-RA to the Acceptor identified below. For payment problems related to WAWF-RA, the contractor should contact the Acceptor identified.

- Signed by HCA as of September 2005
- Clauses added in PD2 as of October 2005



WAWF Clause Details

- b) Invoice Type in WAWF-RA:
 - (a) If billing for Materials Only, select "Combo"
 - (b) If billing for Materials and Service, select "Combo"
 - (c) If billing for Services Only, select "2-n-1 (Services Only)"
 - (d) If billing for Cost Type/Reimbursable Contracts, select "Cost Voucher"
- c) (**Cost Vouchers are only used when contracts/orders require invoices be sent to DCAA for approval.**)
- d) **Acceptor:** **(Contracting Officer/Specialist must insert the following information)**
 - (a) **Ship To/Service Acceptor DoDAAC:**
 - (b) **Name:**
 - (c) **Phone Number:**
 - (d) **E-Mail:**
- e) LPO: *(Contracting Officer/Specialist must insert the following information if Payment Office DoDAAC is HQ0251. Delete this LPO field from the clause if the Payment Office DoDAAC will be other than HQ0251)*
- f) LPO DODAAC:
 - (a) LPO Inquiry Phone Number:
- g) Pay Official: Pay DoDAAC *(Contracting Officer/Specialist must insert Pay Official DoDAAC. Pay official DODAAC must match Payment Office information on the front of the solicitation/contract/order)*
 - (a) For payment processing questions, contact the respective DFAS office as specified in the contract/order:
 - Columbus Center -- 1-800-756-4571
 - Indianapolis Center - 1-888-332-7366
 - Pensacola - 1-800-328-9371
- h) **E-Mail Notifications:****To facilitate payment processing, the contractor shall send an additional e-mail notification to the Acceptor by clicking on the "Send More Email Notifications" link after submitting a document in WAWF.**
- i) Points of Contact. Reference clause 252.204-9203, Points of Contact, for Contracting Officer, Contract Specialist, Customer/COR/TM and Contractor Points of Contact information



Email Notifications



- **Acceptors/CORs/TMs should be receiving email notifications from WAWF. If you are not receiving email notifications please do the following:**
 - Contact your Vendor POC and ensure they are using the “Send Additional Email Notifications” link after they invoice
 - Many vendors see a confirmation screen indicating that emails are sent when they complete the invoicing process. This email confirmation sends an email to your DoDAAC email address and therefore does not notify the Acceptors/CORs/TMs
 - Send your Vendor POC the attachment: “Sending More Email Notifications in WAWF”
- **It is recommended to check for invoices awaiting Acceptor action at least once a week in the case that the vendor forgets to use the “Send Additional Email Notifications” link**

WAWF System Generated



Email

In order to streamline and ensure timely processing of all DISA Invoices/Receiving Reports, Vendors must utilize the "Send More Email Notifications" function embedded in WAWF. This function will enable Vendors to notify WAWF Acceptors (where applicable) to take action on documents once they have been submitted. If an email notification is not sent to the WAWF Acceptor, document processing may be delayed. **The WAWF Acceptor must ensure that an additional email is sent by the Vendor.** The Vendor steps are as follows:

VENDOR STEP 1: Once you submit your documents and receive the following success screen, click on the Send More

The Invoice 2-in-1 (Services Only) has been submitted successfully.

Contract Number	Delivery Order	Shipment Number	Invoice Number
MSHDISA001		001	001

Email sent to Acceptor: wawf_undel@ecedi.nit.disa.mil

Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil

Send More Email Notifications

WAWF System Generated Email



VENUE POSTER 2: Enter the email address or click on the Send radio button of your [Point of Contact/Invoice Acceptor/Task Manager/COR](#) who should be listed in your contract under the heading: **ADDITIONAL DISA INFORMATION, CLAUSES, AND INSTRUCTIONS** and click the Submit button.

Initiator Email Distribution

Check the appropriate radio buttons to send out notifications or to delete an address from your address book.

	<u>N</u> o Action	<u>S</u> end	<u>D</u> elete
John.Doe@wpafb.af.mil	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
jane.doe@swri.org	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use the fields below to include additional email addresses.
Please add only one address per field.

Submit	Return	Reset	Page Help
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WAWF System Generated



Email

FROM: cscassig@ogden.disa.m

**Vendor
CAGE**

**Invoice
Number**

NAS502146

**Contract
Number**

Delivery Order

**Document
Type**

**Shipment
Number**

WAWF - CSCASSIG Notifications - Microsoft Outlook

File Edit View Favorites Tools Actions Help

CSCASSIG

From	Subject	Date
cscassig@csd.disa.mil	HC101306P2048\ {1NMC3}\CT	Wed 2/8/2006 2:33 PM
cscassig@csd.disa.mil	HC101306P2048\ {1NMC3}\RR	Mon 1/23/2006 5:57 PM
cscassig@csd.disa.mil	HC104705P4149\0001\1V4\9\RR\0002R\	Mon 1/23/2006 5:43 PM
cscassig@csd.disa.mil	HC104705P4340\ {03699}\RR\CEW0003\127923	Mon 1/23/2006 5:03 PM
cscassig@csd.disa.mil	HC104705P4340\ {03699}\RR\CPI0002\181461	Mon 1/23/2006 5:40 PM
cscassig@csd.disa.mil	HC104705P4367\ {03699}\RR\CPI0001\177978	Thu 2/9/2006 11:07 AM
cscassig@csd.disa.mil	HC104705P4369\ {03699}\RR\CEW0002\127943	
cscassig@csd.disa.mil	HC104706P4096\ {079R2}\RR\304431\304431	
cscassig@csd.disa.mil	NAS502146\HC104705F4208\ {03699}\RR\CPI005\176158177638	Tue 1/24/2006 12:31 PM
cscassig@csd.disa.mil	NAS502146\HC104705F4554\ {03699}\RR\CEW0001\182533	Mon 1/23/2006 5:10 PM

From: cscassig@csd.disa.mil
To: wawf@disa.mil
Subject: NAS502146\HC104705F4208\ {03699}\RR\CPI005\176158177638
Cc:

Document Type: Receiving Report

Contract Issue Date: 2005/04/11

Shipment Number: CPI005

Shipment Date: 2006/08/26

Invoice Number: 176158177638

Invoice Date: 2006/08/26

Has been Submitted by Angela Kogle on 2006/01/24.

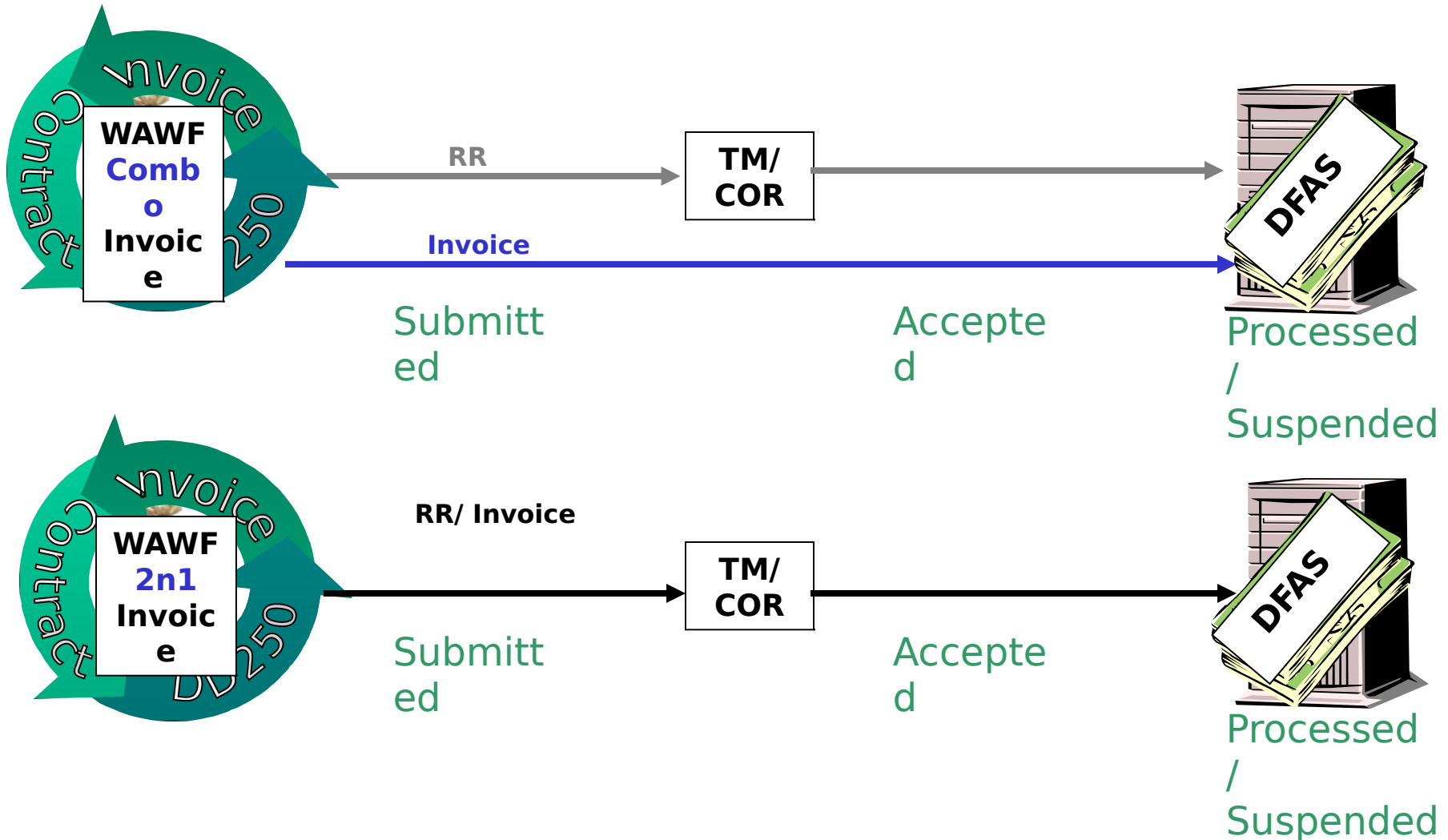
The document is ready for your action.

Access the site at <https://wawf3.eb.mil>

Thank you for your prompt attention.

170 Items

Document Flow



Document Statuses








Submitted / Resubmitted	Document awaiting Acceptor action
Accepted	Document signed off by Acceptor / Payment Official has made document available for recall
Processed	Document processed into the payment system
Suspended	Document under DFAS review; awaiting Pay Official action (i.e., process, reject)
Rejected	Document awaiting vendor correction/ resubmission or deletion
Void	Document deleted by vendor



Folders and Views



Access Acceptance Folder		All documents to be worked (i.e., inbox)
Access History Folders - By DoDAAC - By User		All documents in “processed” status (i.e., filing cabinet) - By DoDAAC regardless of user - By DoDAAC for specific user
Access Acceptance Hold Folder		Access Acceptance Hold Folder - Do <u>NOT</u> place documents on HOLD
Access Rejected Receiving Reports Folder		All Rejected Receiving Reports Created By Acceptor
Acceptor View Only		All Documents Submitted To Acceptor DoDAAC Regardless Of Status Note: View Only Access



HOLD Function

Acceptance Folder for 'HC1001' (1 items, sorted by Contract Number)

Item	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number	Invoice Received Date	Status	Hold Invoice?	Amount
1	Combo 1L1A9		HC104705P0091		901		Submitted	H	901	2005-04-04	Processed		\$155.60

First

Next

Previous

Last

Return

Page Help

*****Do NOT place documents on HOLD*****

Once a document is placed on HOLD, it is no longer accessible from the Certification Folder and causes confusion for the user since it has to be accessed from a different folder (Hold Folder)

WAWF Acceptance



Action roles -

- ***Inspector*** - verifies that goods or services were received, that goods/services were satisfactory and the date goods/services were received
- ***Acceptor*** - accepts goods/services and verifies that invoice is submitted in accordance with the contract:
 - Invoiced against the correct CLIN/SubCLIN
 - Cites correct Unit of Measure/Unit Price info
 - Invoice properly describes work being invoiced for
- ***Acceptor can also perform the Inspection function concurrent with Acceptance***

WAWF Acceptance



- The Prompt Payment Act requires government agencies to make payments based on the later of the following two events:
 - (i) The 30th day after the government receives a proper invoice from the contractor
 - (ii) The 30th day after government acceptance of supplies delivered or services performed

- If no action is taken on the invoice, constructive acceptance occurs 7 calendar days after the invoice is received in which the 30 day clock begins for calculating interest

WAWF Acceptance



- Additionally, once acceptance occurs, processing time needs to be allotted for invoice certification and payment within the 30 day timeframe
- Given this, acceptance (or rejection) should occur within 7 calendar days of the invoice received date to avoid potential interest penalties

WAWF Acceptance - Materials



Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount
1	Combo	65442	GS07F0214J	HC104707F0361	PP10001Z	2007-11-19	Processed			896504	D2007-11-16	Processed			\$6,337.84

ACTION BY: HC1015

- ☒ CQA
☒ Acceptance
☐ Reject to Initiator

Date Received: 2007/11/06

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

2007/11/19

Date

Leslie Lewis

Signature Of Authorized Government Representative

Acceptance Date

- The **Date Received** is the date that the government received the materials from the contractor (i.e. 2007/11/06: date computer received)
- The **Acceptance Date** (not the signature date) is the date the government accepted for these materials (i.e. 2007/11/19: date computer was inspected/ accepted; set up and confirmed in working condition)
- **Calculating Payment Date:** Acceptance Date (2007/11/19) is later than Invoice Received Date (2007/11/16), therefore, estimated payment date is 30 days from the Acceptance Date: 2007/12/19

WAWF Acceptance - Services



Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount
1	Invoice 2in1	1GFB7	GS06F0102Z	HC104707F0326	01	2007-11-09	Processed			24212	2007-11-08	Processed			\$34,928.00

ACTION BY: HC1001

☒ Inspected

☒ Accepted and conforms to the contract except as noted

☐ Reject to Initiator

Date Received: 2007/10/31

I certify that the services have been received and were accepted.

2007/10/31

Douglas Bazemore

Signature Of Authorized Government Representative

Acceptance Date

- The **Date Received** is the date that the government received the services from the contractor (i.e. 2007/10/31: last day of period of performance)
- The **Acceptance Date** (not the signature date) is the date the government accepted for these services (i.e. 2007/10/31: date services were accepted in full; last day of period of performance)
- **Calculating Payment Date:** Invoice Received Date (2007/11/08) is later than Acceptance Date (2007/10/31), therefore, estimated payment date is 30 days from the Invoice Received Date: 2007/12/08



Getting Started with WAWF

➤ WAWF Checklist for New Acceptors:

- Refer to DITCO WAWF Website: <http://www.ditco.disa.mil/hq/WAWF/>
- From the [Government Section](#), print out DD2875 Form (SAAR) and complete based on instructions under the [Getting Started](#) link
- Once DD2875 Form is complete, fax it to 703-681-0515
- Refer to the either the [Government Registration By CAC](#) or [Government Registration By User ID/Password](#) instructions in the [Government Section](#) on the DITCO WAWF Website
- Self-register in WAWF (<https://wawf.eb.mil>) via either User ID/Password or CAC Card
- Once you receive an activation notice for your WAWF account, login to WAWF (<https://wawf.eb.mil>)